



HEALTH AFFAIRS



# HIPAA Compliance Tool: HIPAA BASICS™ Update

TMA Privacy Office

August 2005

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It is intended solely for the use and information of the Military Health System.*

# Agenda

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- Introduction
- User Roles and Responsibilities
- Enhanced Gap Analysis Details
  - Associating Gaps with a HIPAA Rule
  - Tagging Gaps for rolled up reporting
  - Requirement Notes
- Report Admin Functionality

# Training Objectives

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- Upon completion of this training, you will be able to:
  - Identify use of HIPAA BASICS™
  - Describe user roles and responsibilities
  - Identify enhanced Gap Analysis details
  - Identify functionality of Report Admins at each level
  - Generate enhanced reporting as a Report Admin

# Use of HIPAA BASICS™

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- MHS HIPAA Security Integrated Project Team (IPT) is responsible for developing and executing the strategy for implementation and maintenance of the HIPAA Security Rule requirements throughout DoD
- MHS must be able to establish an initial baseline and track progress toward compliance with HIPAA Security requirements
  - Report on the state of MHS HIPAA Security at any point
- TMA Privacy Office has provided HIPAA BASICS™ to track and document compliance with HIPAA Privacy and Security Rules
- Mandated for HIPAA Security on April 27, 2004
- Strongly recommended for HIPAA Privacy

# What is HIPAA BASICS™

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- HIPAA BASICS™ is:
  - A web-based application
  - Used to collect, store, process data, and generate reports on HIPAA requirements
  - Assists you in identifying where compliance gaps exist and provides suggested compliance activities relating to HIPAA Administrative Simplification
- Accessible at [hipaacompliance.tricare.osd.mil](https://hipaacompliance.tricare.osd.mil)

# **User Roles and Responsibilities**

## Roles and Responsibilities

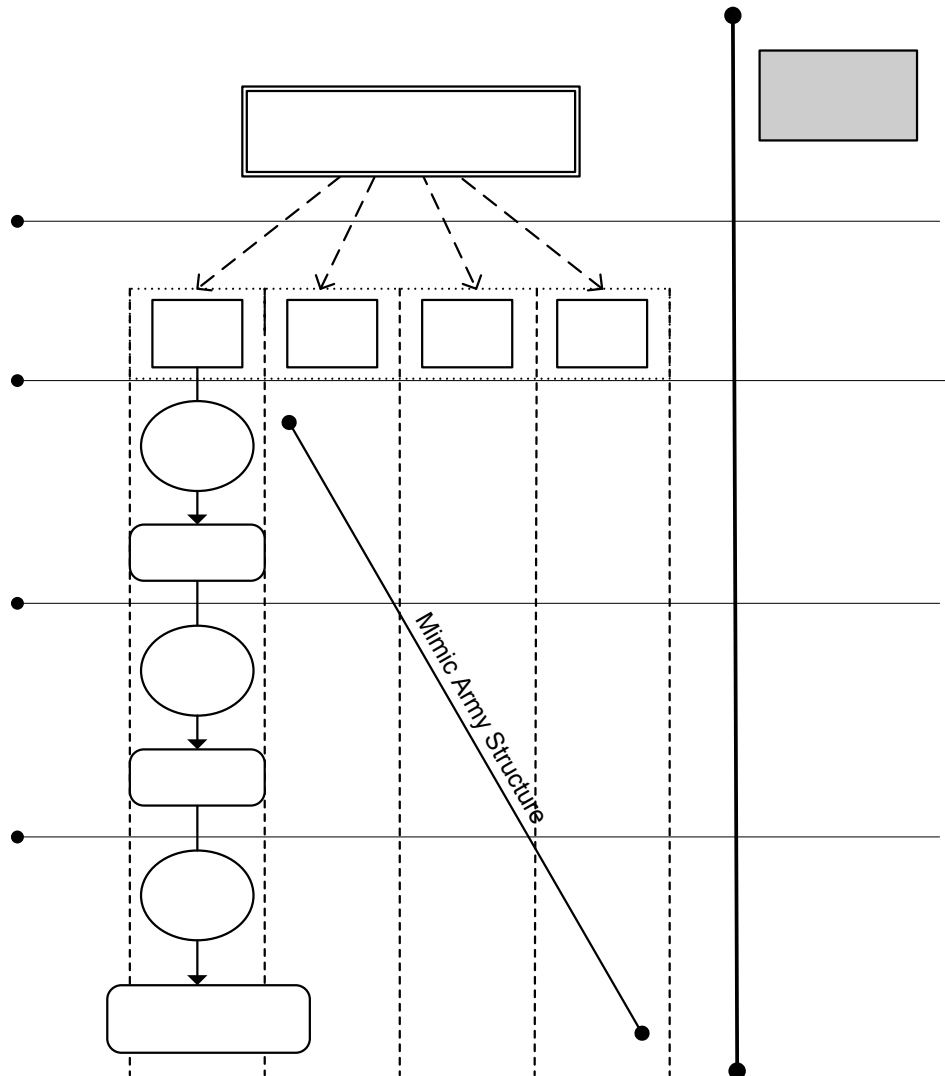
# Objectives

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- Upon completion of this lesson, you will be able to:
  - Describe the structure of subscriptions within HIPAA BASICS™
  - Identify users roles and responsibilities associated with:
    - Report Admin
    - Subscriber Administrator
    - Lead User
    - Regular User

## Roles and Responsibilities

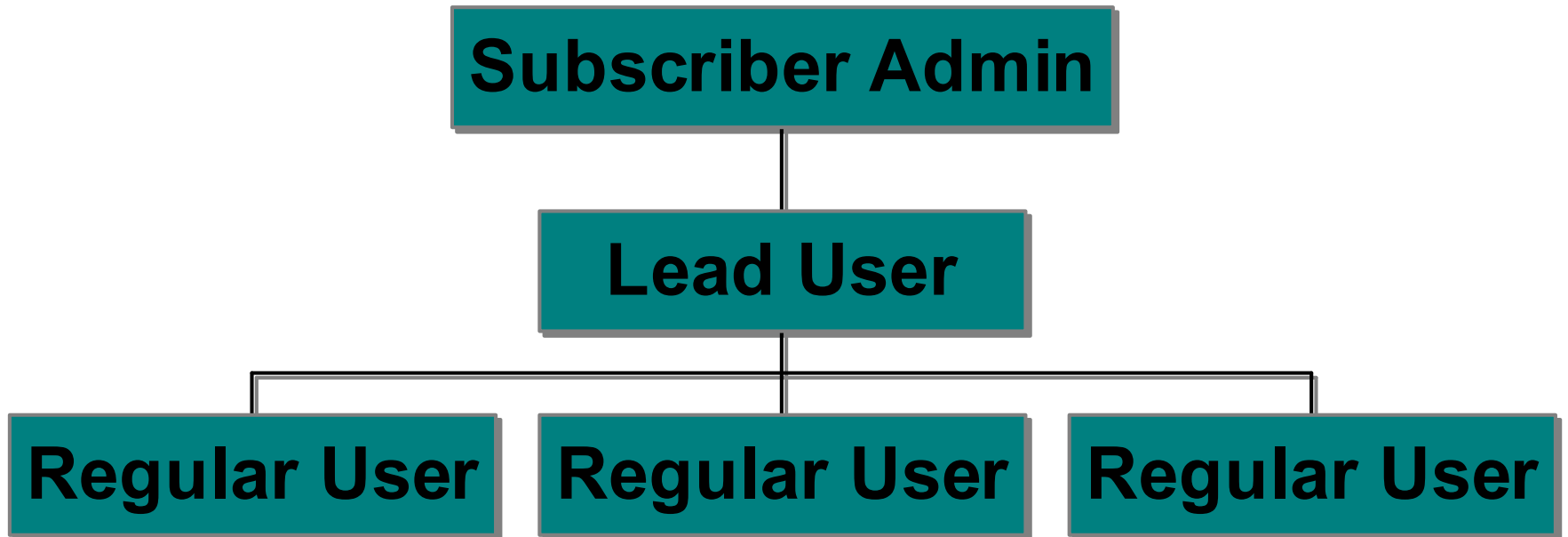
# High Level Hierarchy





# Subscription Structure

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## Roles and Responsibilities

# User Roles within HIPAA BASICS™

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- **Report Admins** are typically Privacy and Security Officers who are assigned the responsibility of generating rolled up compliance reporting
- **Subscriber Administrators** should be someone with an appropriate level of security clearance or access, preferably someone with a high level of comfort with technology, such as an IT professional
- **Lead Users** are generally high level managers, such as the Compliance Officer or Privacy/Security Officer
- **Regular Users** are the Subject Matter Experts (SMEs) in areas such as Medical Records

## Roles and Responsibilities

# Report Admin Functions

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- Run reports for organizations within their hierarchy (rolled up reporting)
- View profiles for Report Admins at the same level
- Ability to update profiles for subordinate Report Admins
- Login to Subscriptions
- Can have up to three Report Admins for each organization

# Subscriber Administrator Functions

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- Manage the tool administratively
- Create and edit user accounts within subscription
- View and edit all Gap Analysis across the subscription
- Add Gap Analysis for Lead Users within subscription
- Reassign Lead Users to Gap Analysis within subscription

## Roles and Responsibilities

# Lead User Functions

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- Manage compliance assessments
- Add members to a compliance assessment team
- Remove members from a compliance assessment team
- Assign requirements to team members
- Run reports and generate project plans
- Edit information related to their compliance assessments
- Download Policy and Form templates
- Assign gaps to a HIPAA rule
- Select gaps for rolled up reporting

# Regular User Functions

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- Address specific requirements to determine compliance
- View the work of other team members, however...
  - Can only answer requirement questions that are assigned to them by the Lead User

# User Roles and Responsibilities Summary

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- You should now be able to:
  - Understand the structure of subscriptions within HIPAA BASICS™
  - Identify users roles and responsibilities associated with:
    - Report Admin
    - Subscriber Administrator
    - Lead User
    - Regular User

# **Enhanced Gap Analysis Details**



## Enhanced Gap Analysis Details

# Objectives

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- Upon completion of this lesson, you will be able to:
  - Identify naming convention for Gaps
  - Assign Gaps to a HIPAA Rule
  - Tag Gaps for reporting
  - Describe importance of requirement notes

## Enhanced Gap Analysis Details

# Naming Convention

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- Naming convention for Security Gaps:
  - Baseline Security MTF
  - Active Security MTF\*
  - Security Q105 MTF

## Enhanced Gap Analysis Details

# Assigning Gaps to a HIPAA Rule

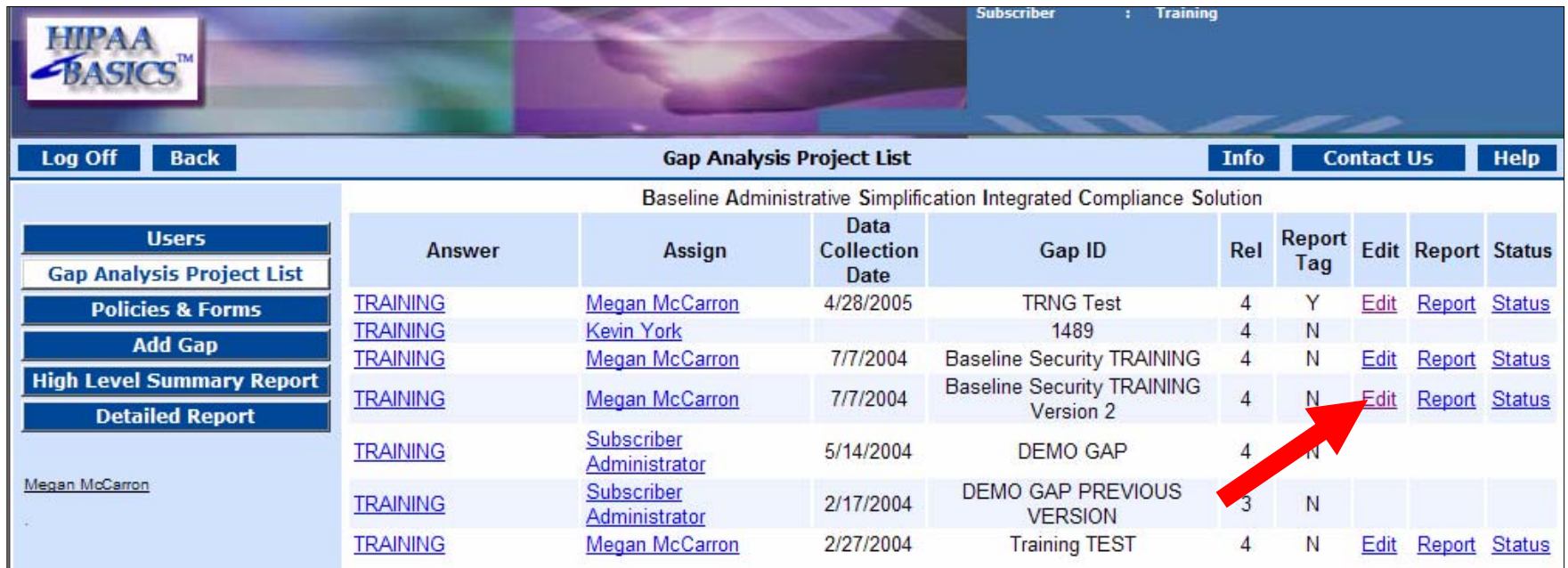
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- Associates a Gap to a HIPAA Rule (Privacy or Security)
- Once assigned a HIPAA Rule, all other rules default to not-applicable
- All menus will default to the assigned HIPAA Rule
  - Eliminates sorting
- Current Gaps in the system have not been assigned a HIPAA Rule
  - Lead Users or Subscriber Administrators will need to assign Gaps as appropriate
- Gaps must be assigned to a HIPAA Rule for reporting purposes

# Assigning Existing Gaps to a HIPAA Rule

(1 of 2)

1. Click on the [Edit](#) link for your Gap Analysis



The screenshot displays the HIPAA BASICS web application interface. At the top, there is a header with the HIPAA BASICS logo and a subscriber selection dropdown set to 'Training'. Below the header is a navigation bar with links for 'Log Off', 'Back', 'Gap Analysis Project List', 'Info', 'Contact Us', and 'Help'. On the left side, there is a sidebar menu with options: 'Users', 'Gap Analysis Project List' (selected), 'Policies & Forms', 'Add Gap', 'High Level Summary Report', and 'Detailed Report'. The main content area shows a table titled 'Baseline Administrative Simplification Integrated Compliance Solution'. The table has columns for Answer, Assign, Data Collection Date, Gap ID, Rel, Report Tag, Edit, Report, and Status. A red arrow points to the 'Edit' link in the 'Edit' column for the row with Gap ID 'DEMO GAP PREVIOUS VERSION'.

Answer	Assign	Data Collection Date	Gap ID	Rel	Report Tag	Edit	Report	Status
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	4/28/2005	TRNG Test	4	Y	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Kevin York</a>		1489	4	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING Version 2	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	5/14/2004	DEMO GAP	4	N			
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	2/17/2004	DEMO GAP PREVIOUS VERSION	3	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	2/27/2004	Training TEST	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>

# Assigning Existing Gaps to a HIPAA Rule

(2 of 2)

2. Select the HIPAA Rule from the drop down box
3. Click on **Update**

**HIPAA BASICS™**  
Please click on Add/Update to save changes...

**Log Off** **Back** **Edit Gap Analysis** **Help**

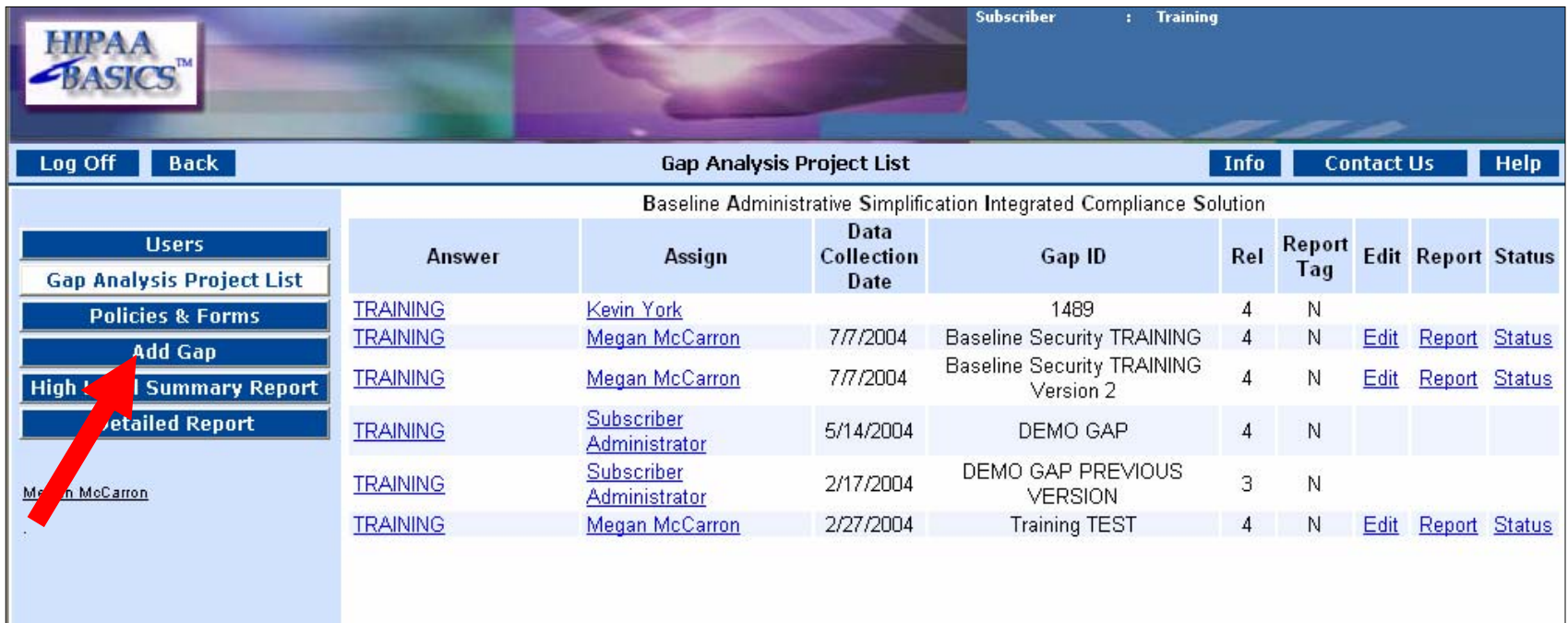
**Data Collection Date (mm/dd/yyyy)** 7/7/2004  
**Target Completion (mm/dd/yyyy)**   
**Project Start (mm/dd/yyyy)** 7/7/2004  
**Gap ID** Baseline Security TRA  
**Gap Active** ☒  
**Date Completed (mm/dd/yyyy)**   
**Notes for Client**   
  
**Internal**   
  
**HIPAA Rule** Security Standards  
Please select the HIPAA Rule this GAP is associated with. If this GAP is being used for training or testing purposes, and will not be used for rolled up reporting, please leave the selection blank.  
**Reporting Tag** ☐

**Project Plan** **Project Plan XLS** **Reassign User Assignments** **Update**

## Enhanced Gap Analysis Details

# Assigning New Gaps to a HIPAA Rule (1 of 2)

1. Click on the **Add Gap** button



The screenshot displays the HIPAA BASICS web application interface. At the top, there is a header with the 'HIPAA BASICS' logo on the left and 'Subscriber : Training' on the right. Below the header is a navigation bar with buttons for 'Log Off', 'Back', 'Gap Analysis Project List', 'Info', 'Contact Us', and 'Help'. The main content area is titled 'Baseline Administrative Simplification Integrated Compliance Solution'. On the left side, there is a sidebar menu with buttons for 'Users', 'Gap Analysis Project List', 'Policies & Forms', 'Add Gap', 'High Level Summary Report', and 'Detailed Report'. A red arrow points to the 'Add Gap' button. The main content area contains a table with the following columns: Answer, Assign, Data Collection Date, Gap ID, Rel, Report Tag, Edit, Report, and Status. The table lists several gaps, including 'Baseline Security TRAINING' and 'DEMO GAP'.

Answer	Assign	Data Collection Date	Gap ID	Rel	Report Tag	Edit	Report	Status
<a href="#">TRAINING</a>	<a href="#">Kevin York</a>		1489	4	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING Version 2	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	5/14/2004	DEMO GAP	4	N			
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	2/17/2004	DEMO GAP PREVIOUS VERSION	3	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	2/27/2004	Training TEST	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>

## Enhanced Gap Analysis Details

# Assigning New Gaps to a HIPAA Rule (2 of 2)

2. Select the HIPAA Rule from the drop down box

[Log Off](#) [Back](#) Add New Gap Analysis Project [Help](#)

*Lead User	Megan McCarron
Data Collection Date (mm/dd/yyyy)	04/28/2005
Gap ID	TRNG Test
Notes for Client	<div></div>
Date Completed (mm/dd/yyyy)	<div></div>
Internal	<div></div>
<b>HIPAA Rule</b> Please select the HIPAA rule this GAP is associated with. If this GAP is being used for training or testing purposes, and will not be used for rolled up reporting, please leave the selection blank.	Security Standards
<b>Partial Gap Analysis (OPTIONAL):</b> If you wish to set HIPAA Rule(s) as Not Applicable, you may uncheck the corresponding Applicability boxes and thereby pre-answer with "Does Not Apply". This has the effect that the Status of all Tasks for the Requirements of the deselected Rule(s) are set to "Does Not Apply".	<b>Applicability</b>
Standards for Electronic Transactions and Code Sets	<input type="checkbox"/>
Standard Unique Health Identifier for Health Care Providers	<input type="checkbox"/>
Security Standards	<input checked="" type="checkbox"/>
Standards for the Privacy of Individually Identifiable Health Information	<input type="checkbox"/>
National Standard Employer Identifier	<input type="checkbox"/>
National Standard Health Plan Identifier	<input type="checkbox"/>

[Clear](#) [NewVersion](#) [Add](#)

# Tagging Gaps for Reporting (1 of 4)

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- Gap Analysis that will be included in rolled up reporting must be tagged by the Lead User
- A Gap Analysis must be assigned a HIPAA Rule before it can be tagged for reporting
- Only one Gap Analysis per HIPAA Rule can be tagged for reporting



## Enhanced Gap Analysis Details

# Tagging Gaps for Reporting (2 of 4)

- Prior to Tagging Gaps for Reporting



**HIPAA BASICS™**

Subscriber : Training

Log Off Back Gap Analysis Project List Info Contact Us Help

Baseline Administrative Simplification Integrated Compliance Solution

Answer	Assign	Data Collection Date	Gap ID	Rel	Report Tag	Edit	Report	Status
<a href="#">TRAINING</a>	<a href="#">Kevin York</a>		1489	4	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING Version 2	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	5/14/2004	DEMO GAP	4	N			
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	2/17/2004	DEMO GAP PREVIOUS VERSION	3	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	2/27/2004	Training TEST	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	4/28/2005	TRNG Test	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>

**Users**

- Gap Analysis Project List
- Policies & Forms
- Add Gap
- High Level Summary Report
- Detailed Report

Megan McCarron

## Enhanced Gap Analysis Details

# Tagging Gaps for Reporting (3 of 4)

1. Select **Edit** from the Gap Analysis Project List screen
2. Check the box for Reporting Tag
3. Click **Update**

**HIPAA BASICS™**

Please click on Add/Update to save changes...

**Log Off** **Back** **Edit Gap Analysis** **Help**

Data Collection Date (mm/dd/yyyy) 4/28/2005

Target Completion (mm/dd/yyyy)

Project Start (mm/dd/yyyy)

Gap ID TRNG Test

Gap Active ☒

Date Completed (mm/dd/yyyy)

Notes for Client

Internal

HIPAA Rule  
Please select the HIPAA Rule this GAP is associated with. If this GAP is being used for training or testing purposes, and will not be used for rolled up reporting, please leave the selection blank.

Reporting Tag ☒


Security Standards

**Project Plan** **Project Plan XLS** **Reassign User Assignments** **Update**

## Enhanced Gap Analysis Details

# Tagging Gaps for Reporting (4 of 4)

- Report Tag column will identify Gaps that are tagged for reporting



Subscriber : Training

Log OffBack

Gap Analysis Project ListInfoContact UsHelp

Users

Gap Analysis Project List

Policies & Forms

Add Gap

High Level Summary Report

Detailed Report

Megan McCarron

Answer	Assign	Data Collection Date	Gap ID	Rel	Report Tag	Edit	Report	Status
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	4/28/2005	TRNG Test	4	Y	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Kevin York</a>		1489	4	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING Version 2	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	5/14/2004	DEMO GAP	4	N			
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	2/17/2004	DEMO GAP PREVIOUS VERSION	3	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	2/27/2004	Training TEST	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>

# Requirement Notes (1 of 3)

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- Requirement Notes are mandatory
- Users must enter a Requirement Note for each requirement in order to be compliant
- Red text indicating a Requirement Note has not been entered will appear on the Requirement Task screen

# Enhanced Gap Analysis Details

## Requirement Notes (2 of 3)

- Red text indicates that a Requirement Note is missing

### 1. Select **Requirement Question** link to enter a note

Log Off		Menu		Back		Requirement Tasks		Help	
HIPAA Rule		Security Standards							
Functional Area		Information Technology							
Project Category		VI: Security Management Process							
<b>Requirement Question</b>		107: A Security Management Process is implemented through policies and procedures to prevent, detect, contain, and correct security violations.							
Regulatory Authority		A covered entity must implement Administrative Safeguards to protect the confidentiality, integrity, and availability of all electronic protected health information that the covered entity creates, receives, maintains, or transmits. The safeguards must protect against reasonably anticipated threats or hazards to the security and integrity of such information. They must also protect against any reasonably anticipated uses and disclosures of such information that are not permitted or required. The approach is flexible. In deciding which security measures to use, a covered entity must take into account a variety of factors, including size, complexity and capabilities of the covered entity, cost, technical infrastructure and capabilities, and probability and criticality of potential risks. [164.308 (a)(1)(i); in accordance with § 164.306(a)(b)] [For exact quotation of Regulatory Authority and the Rule, see http://aspe.hhs.gov/admsimp]							
Requirement Intro		Administrative safeguards are administrative actions, and policies and procedures, to manage the selection, development, implementation, and maintenance of security measures to protect electronic protected health information and to manage the conduct of the covered entity's workforce in relation to the protection of that information. An implementation requirement standard of the administrative safeguards includes a documented and well communicated Security Management Process is important as it enforces the formal analysis and assessment of risks as well as audits and sanctions. Being informed and prepared is critical for success. The security management process accomplishes this in an ever-changing security risk environment. Security standards establish a minimum level of security that covered entities must meet.							
<p>A Requirement Note for the specific Requirement is missing. The Requirement will not be considered <u>compliant</u> or <u>complete</u> until all applicable tasks are <b>Complete</b> and a <b>Requirement Note</b> has been entered.</p>									
Update					Assigned to : Megan McCarron				
ID	Status	Requirement Test						Applicability	
<input type="checkbox"/> All Complete / Not Complete		<input type="radio"/> Applicable <input type="radio"/> Not Applicable <input checked="" type="radio"/> All						<input checked="" type="checkbox"/> On / Off	
107.01	Not Answered	The administrative policies and procedures used to meet this requirement are documented.						<input checked="" type="checkbox"/>	
107.02	Not Answered	The principle of least privilege is addressed. [OPTIONAL]						<input checked="" type="checkbox"/>	
107.03	Not Answered	Separation of duties is addressed. [OPTIONAL]						<input checked="" type="checkbox"/>	
107.04	Not Answered	The required qualifications for each security management role are included. [OPTIONAL]						<input checked="" type="checkbox"/>	



# Enhanced Gap Analysis Details

## Requirement Notes (3 of 3)

2. Enter a Requirement Note
3. Click on **Update**

**HIPAA BASICS™**  
Please click on Add/Update to save changes...

**Log Off** **Menu** **Back** **Requirement Notes** **Help**

**HIPAA Rule** Security Standards  
**Functional Area** Information Technology  
**Project Category** VI: Security Management Process  
**Requirement Question** 107: A Security Management Process is implemented through policies and procedures to prevent, detect, contain, and correct security violations.  
**Regulatory Authority** A covered entity must implement Administrative Safeguards to protect the confidentiality, integrity, and availability of all electronic protected health information that the covered entity creates, receives, maintains, or transmits. The safeguards must protect against reasonably anticipated threats or hazards to the security and integrity of such information. They must also protect against any reasonably anticipated uses and disclosures of such information that are not permitted or required. The approach is flexible. In deciding which security measures to use, a covered entity must take into account a variety of factors, including size, complexity and capabilities of the covered entity, cost, technical infrastructure and capabilities, and probability and criticality of potential risks. [164.308 (a)(1)(i); in accordance with § 164.306(a) (b)] [For exact quotation of Regulatory Authority and the Rule, see <http://aspe.hhs.gov/admsimp>]  
**Requirement Intro** Administrative safeguards are administrative actions, and policies and procedures, to manage the selection, development, implementation, and maintenance of security measures to protect electronic protected health information and to manage the conduct of the covered entity's workforce in relation to the protection of that information. An implementation requirement standard of the administrative safeguards includes a documented and well communicated Security Management Process is important as it enforces the formal analysis and assessment of risks as well as audits and sanctions. Being informed and prepared is critical for success. The security management process accomplishes this in an ever-changing security risk environment. Security standards establish a minimum level of security that covered entities must meet.

**Requirement Notes**

Requirement compliant with policies and procedures.

**Update**

## Enhanced Gap Analysis Details

# Enhanced Subscription Reporting

- High Level Summary
- Detailed Requirement Report



Subscriber : Training

Log OffBack

Gap Analysis Project ListInfoContact UsHelp

Baseline Administrative Simplification Integrated Compliance Solution

Answer	Assign	Data Collection Date	Gap ID	Rel	Report Tag	Edit	Report	Status
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	4/28/2005	TRNG Test	4	Y	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Kevin York</a>		1489	4	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	7/7/2004	Baseline Security TRAINING Version 2	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	5/14/2004	DEMO GAP	4	N			
<a href="#">TRAINING</a>	<a href="#">Subscriber Administrator</a>	2/17/2004	DEMO GAP PREVIOUS VERSION	3	N			
<a href="#">TRAINING</a>	<a href="#">Megan McCarron</a>	2/27/2004	Training TEST	4	N	<a href="#">Edit</a>	<a href="#">Report</a>	<a href="#">Status</a>

Users

Gap Analysis Project List

Policies & Forms

Add Gap

High Level Summary Report

Detailed Report

[Megan McCarron](#)

## Enhanced Gap Analysis Details

# Summary

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- You should now be able to:
  - Identify naming convention for Gaps
  - Assign Gaps to a HIPAA Rule
  - Tag Gaps for reporting
  - Describe importance of requirement notes



# **Report Admin Functionality**

## Report Admin Functionality

# Objectives

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- Upon completion of this lesson, you will be able to:
  - Identify functionality of Report Admins at each level
  - Describe the Report Admin interface
  - Generate High Level and Detailed Requirement Reports

# Chart of Report Admin Functionality

<u>Function</u>	<u>Level 0</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
High Level Summary	x	x	x	x
Detailed Requirement Report			x	x
View RA profiles on same level	x	x	x	x
Update subordinate RA profiles	x	x	x	x
View filtered Subscription lists		x	x	x
Sub Admin Subscription login			x	x

# Obtaining an Account

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- Report Admin accounts are created by the HIPAA Support Center
  - An approved request for a Report Admin to be created must be routed to the HIPAA Support Center by the Service Representative, via the appropriate chain of command
  - Service Representatives must email the approved request to: [hipaasupport@tma.osd.mil](mailto:hipaasupport@tma.osd.mil)
- The HIPAA Support Center will email the appropriate Report Admin login information to the designated individual

# Report Admin Login Information

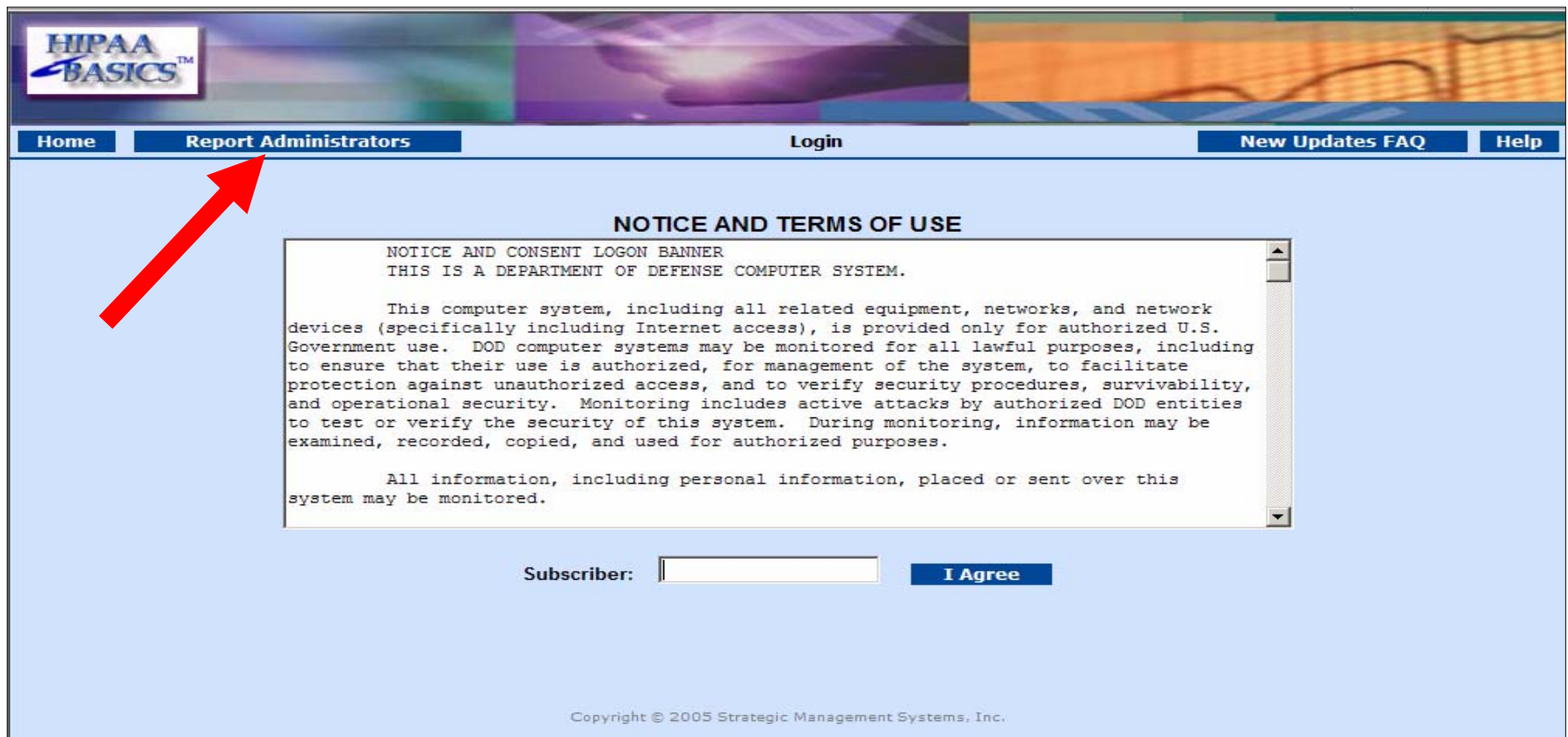
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- There are three pieces of information that must be known in order to login:
  - Organization
  - Report User ID
  - Password
- Upon logging in for the first time you will be prompted to change your password
- Passwords must meet the DoD requirements (refer to User Guide)

## Report Admin Functionality

# Report Admin Login (1 of 3)

1. Enter URL: [hipaacompliance.tricare.osd.mil](http://hipaacompliance.tricare.osd.mil)
2. Click on **Report Administrators** button



The screenshot shows the HIPAA Basics website interface. At the top left is the 'HIPAA BASICS' logo. A navigation bar contains the following links: 'Home', 'Report Administrators', 'Login', 'New Updates FAQ', and 'Help'. A red arrow points to the 'Report Administrators' button. Below the navigation bar is a 'NOTICE AND TERMS OF USE' section. This section contains a 'NOTICE AND CONSENT LOGON BANNER' with the text: 'THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.' followed by a paragraph about authorized U.S. Government use and monitoring. Below this is another paragraph stating that all information placed or sent over the system may be monitored. At the bottom of the notice section is a 'Subscriber:' label, an input field, and an 'I Agree' button. The footer of the page reads 'Copyright © 2005 Strategic Management Systems, Inc.'

**HIPAA BASICS™**

Home Report Administrators Login New Updates FAQ Help

**NOTICE AND TERMS OF USE**

NOTICE AND CONSENT LOGON BANNER  
THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

This computer system, including all related equipment, networks, and network devices (specifically including Internet access), is provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes.

All information, including personal information, placed or sent over this system may be monitored.

Subscriber:  **I Agree**

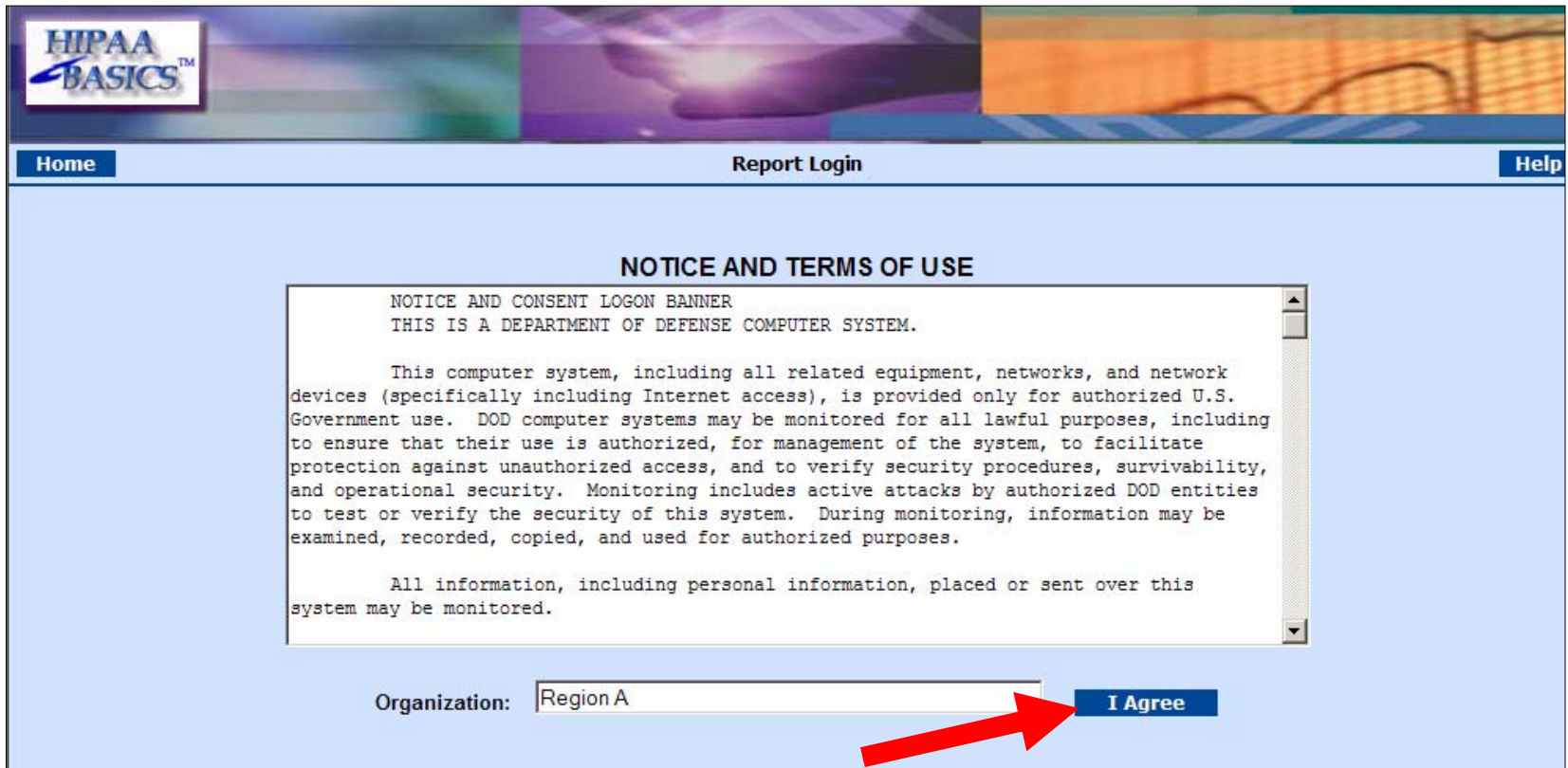
Copyright © 2005 Strategic Management Systems, Inc.

## Report Admin Functionality

# Report Admin Login (2 of 3)

3. Enter Organization

4. Click on **I Agree**



The screenshot displays the 'Report Admin Login' interface. At the top left is the 'HIPAA BASICS™' logo. The navigation bar includes 'Home', 'Report Login', and 'Help'. The main content area features a 'NOTICE AND TERMS OF USE' section with a scrollable text box containing the following text:

NOTICE AND CONSENT LOGON BANNER  
THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

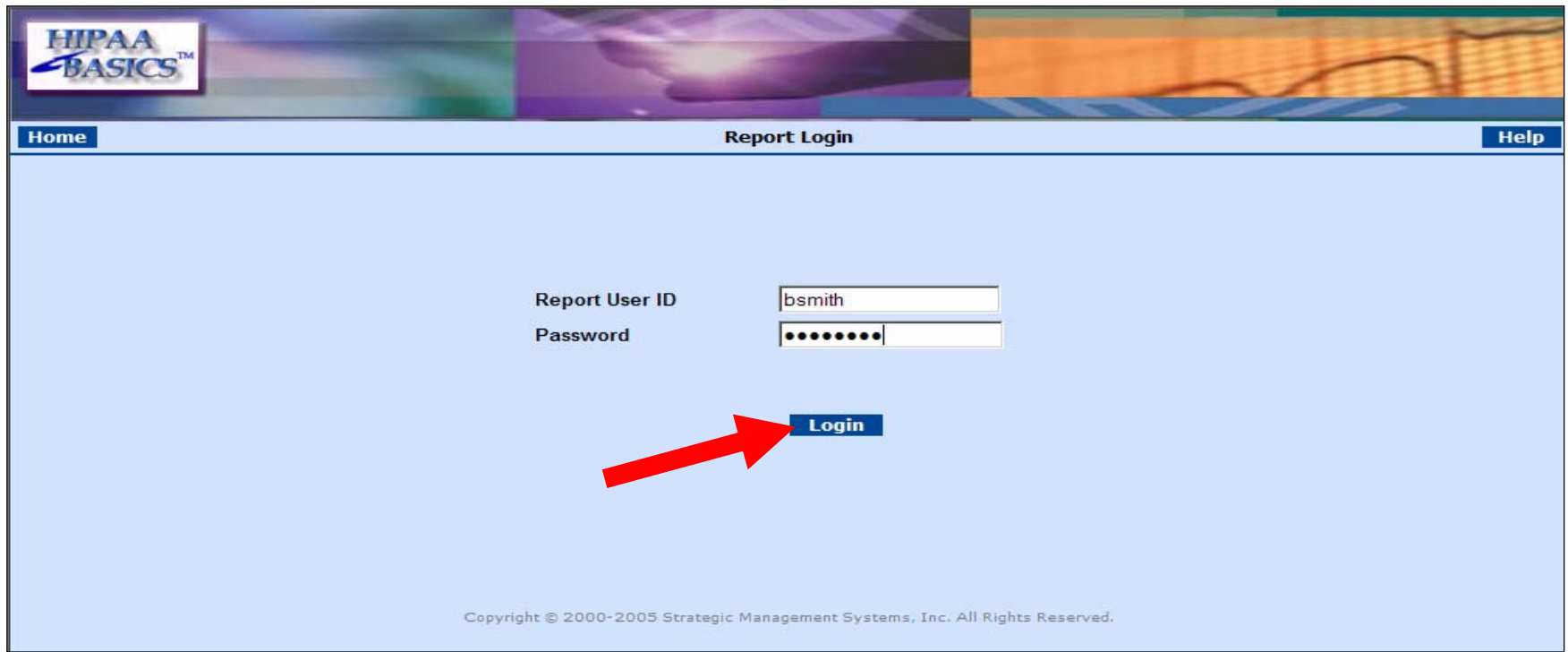
This computer system, including all related equipment, networks, and network devices (specifically including Internet access), is provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes.

All information, including personal information, placed or sent over this system may be monitored.

Below the notice, the 'Organization:' label is followed by a text input field containing 'Region A'. To the right of the input field is a blue button labeled 'I Agree'. A large red arrow points from the bottom center towards the 'I Agree' button.

# Report Admin Login (3 of 3)

5. Enter Report User ID and Password
6. Click on [Login](#)



**HIPAA BASICS™**

**Report Login**

**Home** **Help**

Report User ID: bsmith

Password: ••••••••

**Login**

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# Report Admin Functionality

## Report Admin Menu

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# Report Admin Menu

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- High Level Summary Report
  - Generate high level summary report for any subscription within their hierarchy
- Detailed Requirement Report
  - Generate detailed requirement report for any subscription within their hierarchy
- Subscriber List
  - View list of Subscriptions within the hierarchy
- Report Users
  - View and update report user profiles within the hierarchy

# High Level Summary Report (1 of 5)

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- New report developed to facilitate overall reporting at each level of the organization
  - Reports by completion of tasks and requirements
- Shows an overview of HIPAA Compliance efforts
- Available in both graphical and table format
- Can be run by Subscriber Administrators, Lead Users, and Report Admins
- Can only be generated for Gaps that have been assigned a HIPAA Rule and are tagged
- Report Admins are able to generate a rolled up report for all subordinates in their hierarchy

# High Level Summary Report (2 of 5)

1. Click on **High Level Summary Report** button



## Report Admin Functionality

# High Level Summary Report (3 of 5)

### 2. Click on List Sub-Groups button

The screenshot shows the 'High Level Summary Report' interface. At the top left is the 'HIPAA BASICS™' logo. To the right, it displays 'Organization : Region A' and 'User : Bob Smith'. Below this is a navigation bar with 'Log Off', 'Menu', 'High Level Summary Report', and 'Help' buttons. The main content area contains instructions: 'Select report options and click "HTML Report" or "XLS Report" to build a report. Click "List Sub-Groups >>" to view or build a report based on the selected subordinate organizations.' A red arrow points to the 'List Sub-Groups >>' button. Below the instructions, there is a section titled 'Include the following in Report:' with the following options: 'Select HIPAA Rule:' with a dropdown menu showing 'Standards for Electronic Transactions and Code Sets'; 'Report Style:' with radio buttons for 'Tabular' (selected) and 'Graphical'; checkboxes for 'Requirement Compliance Status', 'Requirement Task Status', and 'Non-Applicable Tasks'; and a checkbox for 'Graphical Report Display Totals'. At the bottom, there are buttons for 'HTML Report' and 'XLS Report'.

# High Level Summary Report (4 of 5)

- Select the [Organization](#) link to drill down within your hierarchy
3. Select reporting organizations

Log Off		Menu		High Level Summary Report		Help	
<a href="#">&lt;&lt; Hide Sub-Groups</a>							
Sub-Groups							
Select	Organization						
<input checked="" type="checkbox"/>	<a href="#">MTF A</a>						
<input checked="" type="checkbox"/>	<a href="#">MTF B</a>						
<input type="checkbox"/>	<a href="#">MTF C</a>						
Include the following in Report:							
Select HIPAA Rule:	<div>Standards for Electronic Transactions and Code Sets</div>						
Report Style:	<input checked="" type="radio"/> Tabular <input type="radio"/> Graphical						
<input checked="" type="checkbox"/> Requirement Compliance Status	<input checked="" type="checkbox"/> Requirement Task Status				<input type="checkbox"/> Non-Applicable Tasks		
<input checked="" type="checkbox"/> Graphical Report Display Totals							
<a href="#">HTML Report</a>				<a href="#">XLS Report</a>			

# High Level Summary Report (5 of 5)

4. Select HIPAA Rule
5. Select Report style and details
6. Click HTML Report or XLS Report

Log Off Menu High Level Summary Report Help

<< Hide Sub-Groups

Sub-Groups

Select	Organization
<input checked="" type="checkbox"/>	<a href="#">MTF A</a>
<input checked="" type="checkbox"/>	<a href="#">MTF B</a>
<input type="checkbox"/>	<a href="#">MTF C</a>

include the following in Report:

Select HIPAA Rule: Security Standards

Report Style: ☒ Tabular ☐ Graphical

☒ Requirement Compliance Status ☒ Requirement Task Status ☒ Non-Applicable Tasks

☒ Graphical Report Display Totals

HTML Report XLS Report

## High Level Summary Report- Tabular (1 of 2)

### High Level Summary Report

Organization Name and User	Report Date	HIPAA Rule
Region A ( Bob Smith)	6/15/2005	Security Standards

Reporting Organizations: MTF A; MTF B

Non-Tagged Subscriptions: none

#### Summary Totals

	% Compliant	% Not Compliant	# Requirements	# Compliant	# Not Compliant		
Requirement Status	16.42	83.58	134	22	112		
	% Complete	% Not Complete	% Not Answered	# Tasks	# Complete	# Not Complete	# Not Answered
Requirement Task Status	15.75	0	84.25	1651	260	0	1391
	% Non Applicable		Total # Tasks		# Non Applicable		
Non-Applicable Task Status	7.14		1778		127		

MTF A



## High Level Summary Report- Tabular (2 of 2)

### MTF A

	% Compliant	% Not Compliant	# Requirements	# Compliant	# Not Compliant		
Requirement Status	19.4	80.6	67	13	54		
	% Complete	% Not Complete	% Not Answered	# Tasks	# Complete	# Not Complete	# Not Answered
Requirement Task Status	18.8	0	81.2	803	151	0	652
	% Non Applicable		Total # Tasks		# Non Applicable		
Non-Applicable Task Status	9.67		889		86		

### MTF B

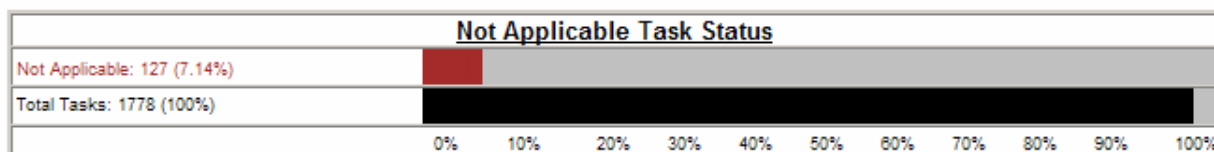
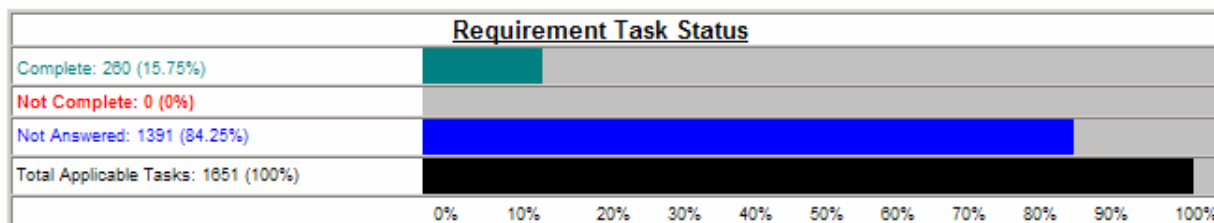
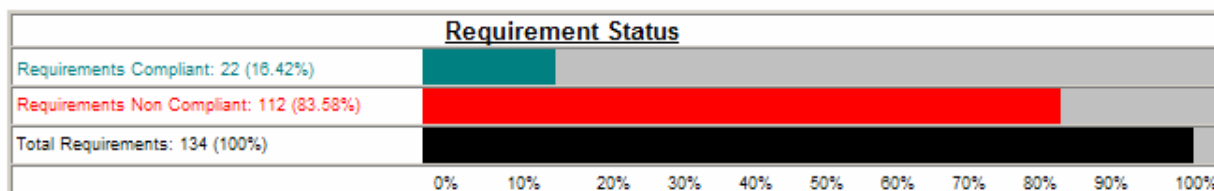
	% Compliant	% Not Compliant	# Requirements	# Compliant	# Not Compliant		
Requirement Status	13.43	86.57	67	9	58		
	% Complete	% Not Complete	% Not Answered	# Tasks	# Complete	# Not Complete	# Not Answered
Requirement Task Status	12.85	0	87.15	848	109	0	739
	% Non Applicable		Total # Tasks		# Non Applicable		
Non-Applicable Task Status	4.61		889		41		

# High Level Summary Report – Graphical

### High Level Graphical Report

Organization Name and User	Report Date	HIPAA Rule
Region A ( Bob Smith)	6/15/2005	Security Standards

Reporting Organizations: MTF A; MTF B  
Non-Tagged Subscriptions: none



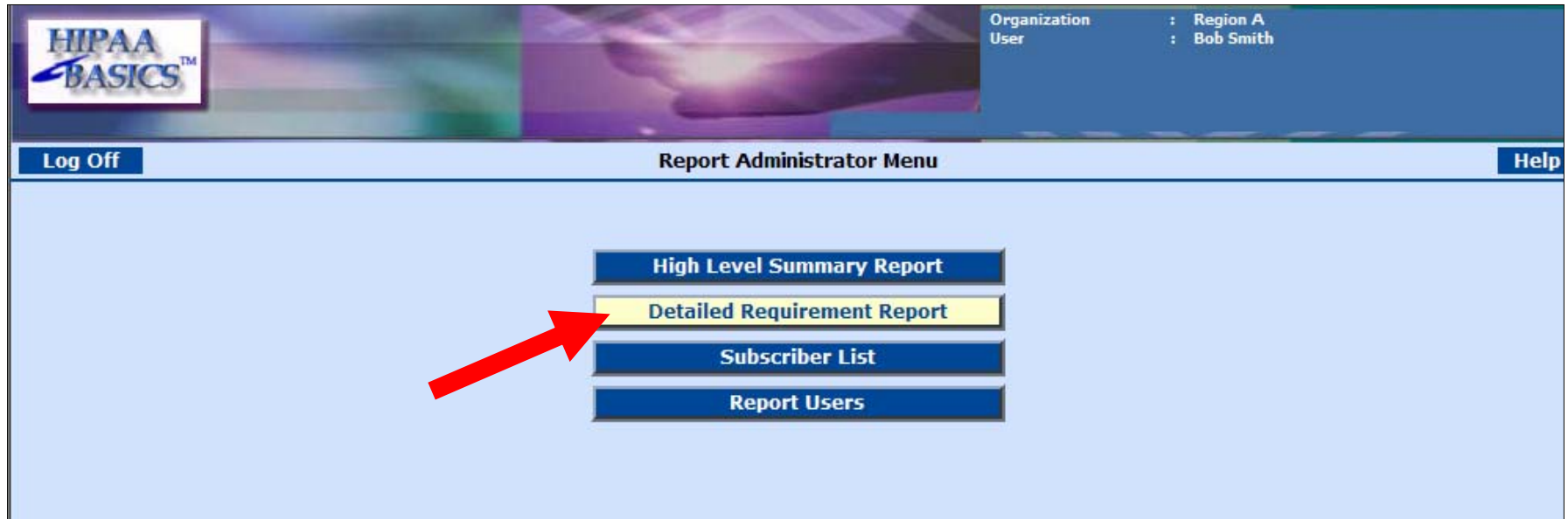
# Detailed Requirement Report (1 of 3)

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- Newly developed to show detailed compliance efforts at each level of an organization
- Shows a breakdown of the level of compliance for all requirements and tasks
- Can only be generated for Gaps that have been assigned a HIPAA Rule and are tagged
- Can be run by Subscriber Administrators, Lead Users, and Report Admins
- Report Admins are able to generate a rolled up report for all subordinates in their hierarchy
- Available in HTML or Excel

# Detailed Requirement Report (2 of 3)

1. Click on the Detailed Requirement Report button



## Report Admin Functionality

# Detailed Requirement Report (3 of 3)

2. After selecting reporting organizations, Select the HIPAA Rule and report style
3. Click on [HTML Report](#) or [XLS Report](#)

Log Off		Menu		Detailed Requirement Report		Help	
Sub-Groups							
Select	Organization						
<input checked="" type="radio"/>	<a href="#">MTF A</a>						
<input type="radio"/>	<a href="#">MTF B</a>						
<input type="radio"/>	<a href="#">MTF C</a>						
Include the following in Report:							
Select HIPAA Rule:		<input type="text" value="Security Standards"/>					
<input checked="" type="checkbox"/> Requirement Question	<input checked="" type="checkbox"/> # Tasks Complete	<input checked="" type="checkbox"/> # Tasks Not Complete					
<input checked="" type="checkbox"/> # Tasks Not Answered	<input checked="" type="checkbox"/> # Tasks Not Applicable	<input checked="" type="checkbox"/> Requirement Note					
<input checked="" type="radio"/> All <input type="radio"/> Compliant Requirements <input type="radio"/> Non-Compliant Requirements							
<a href="#">HTML Report</a>				<a href="#">XLS Report</a>			

## Report Admin Functionality

# Detailed Requirement Report Results

### Detailed Requirement Report

<b>Organization Name and User</b>	<b>Report Date</b>	<b>HIPAA Rule</b>
Region A ( Bob Smith)	6/15/2005	Security Standards

Reporting Organization: MTF A  
Non-Tagged Subscriptions: none

Req#	Req Question	Organization	Tasks% Complete	#Tasks Complete	#Tasks Not Complete	#Tasks Not Answered	#Tasks Not Applicable	Total #Tasks	Req Note	Compliant
107	A Security Management Process is implemented through policies and procedures to prevent, detect, contain, and correct security violations.	Training	100	20	0	0	0	20	N	N
Req#	Req Question	Organization	Tasks% Complete	#Tasks Complete	#Tasks Not Complete	#Tasks Not Answered	#Tasks Not Applicable	Total #Tasks	Req Note	Compliant
108	A Risk Analysis to assess potential risks and vulnerabilities to the confidentiality, integrity and availability of electronic PHI was conducted (R).	Training	100	19	0	0	0	19	Y	Y
Req#	Req Question	Organization	Tasks% Complete	#Tasks Complete	#Tasks Not Complete	#Tasks Not Answered	#Tasks Not Applicable	Total #Tasks	Req Note	Compliant
109	A Risk Management Process that implements security measures sufficient to reduce risks and vulnerabilities to a reasonable and appropriate level is in place (R).	Training	100	14	0	0	0	14	N	N
Req#	Req Question	Organization	Tasks% Complete	#Tasks Complete	#Tasks Not Complete	#Tasks Not Answered	#Tasks Not Applicable	Total #Tasks	Req Note	Compliant
110	A Sanction Policy to apply appropriate sanctions against workforce members who fail to comply with the security policies and procedures has been developed (R).	Training	100	7	0	0	0	7	Y	Y
Req#	Req Question	Organization	Tasks% Complete	#Tasks Complete	#Tasks Not Complete	#Tasks Not Answered	#Tasks Not Applicable	Total #Tasks	Req Note	Compliant
111	Information System Activity Review procedures to regularly review records of system activity, such as audit logs, access reports, and security incident tracking reports, are implemented (R).	Training	-	0	0	0	15	15	Y	Y

# Report Admin Functionality

## Summary

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- You should now be able to:
  - Identify functionality of Report Admins at each level
  - Describe the Report Admin interface
  - Generate High Level and Detailed Requirement Reports

# Presentation Summary

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- You should now be able to:
  - Identify use of HIPAA BASICS™
  - Describe user roles and responsibilities
  - Identify enhanced Gap Analysis details
  - Identify functionality of Report Admins at each level
  - Generate enhanced reporting as a Report Admin



# Resources

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- DoD 6025.18-R, “DoD Health Information Privacy Regulation”, January 2003
- <http://www.tricare.osd.mil/tmaprivacy/HIPAA.cfm>
- [privacymail@tma.osd.mil](mailto:privacymail@tma.osd.mil) for subject matter questions
- [hipaasupport@tma.osd.mil](mailto:hipaasupport@tma.osd.mil) for tool related questions
- <http://www.tricare.osd.mil/tmaprivacy/Mailing-List.cfm> to subscribe to the TMA Privacy Office E-News
- HIPAA Service Privacy/Security Representatives